CITY OF RIVERSIDE

We are seeking a dynamic professional to join our team as a

Project Manager—Building Services!
(Non-Classified)

THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Inland Empire Region approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.

BUILDING SERVICES PROJECT MANAGER

The City of Riverside, a dynamic leading community in the Inland Empire, is seeking a highly motivated person to join its Management team.

Under general direction of the General Services Director, this non-classified position will manage building renovation, modification and construction projects; coordinate all facility planning and layout modifications with client departments; develop preliminary cost estimates and establish project schedules; coordinate and review plans for all applicable code compliance; develop plans, specifications and bid packages, evaluate bids and recommend award of bids to the Director; execute, implement and monitor all construction contracts; coordinate construction inspection activities; review and approve payment demands from contractors, evaluate and recommend change orders to existing contracts and resolve disputes; coordinate all building commissioning activities; develop and recommend preventive maintenance schedules; coordinate with outside agencies and consultants as needed; assist and make recommendations for future capital improvements and capital budges; and assist with other duties as assigned.

The ideal candidate will possess the equivalent to the completion of an Associates degree (60 semester units) from an accredited college or university with a major in engineering, architecture or a closely related field. A Bachelor's degree in Architecture is highly desirable. The ideal candidate will also possess five years of experience in advanced paraprofessional engineering and architectural drafting/designing using Computer Aided Drafting programs and two years of construction project management including inspections. The possession of a Class "C" California driver's license or the ability to obtain one within two months of appointment is a necessary special requirement.

Please reference job code 69861.

BENEFITS

- The annual salary for this position is $57, 864—$77,544*
- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to $806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes $45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus $1,000 to a maximum of $300,000.
- Deferred Compensation—The City contributes up to $250 per month to a 457 deferred compensation plan for a minimum $50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

*Appointment may be made at any step contingent upon qualifications of the candidate.

CITY GOVERNMENT

The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of $653.2 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

APPLICATION AND SELECTION PROCESS

To be considered, please submit a City application online at: www.riversideca.gov/human. Submittal of a resume is highly recommended and can be e-mailed to resumestohr@riversideca.gov. Candidates meeting the minimum qualifications will be placed on an eligibility list , which will remain in effect for six months.

Our commitment to the Community makes Riverside great!